



## **ArtWalk Activation Fund Pilot Program**

### **What is it?**

The Creative District is launching a pilot funding program to bring new arts activations to Port Townsend's monthly ArtWalk. The goal of this program is to support participating venues to partner with local artists to present live music, workshops, performances or other activities that enhance the public's experience during ArtWalk and help increase the number of visitors and residents who come to the event. Up to \$500 per request is available on a limited basis depending on demand in a given month. We aim to support as many requests as possible providing eligibility criteria is met, however limited funding means we aren't able to support all proposals.

### **Who may apply?**

- Requests may come from any participating ArtWalk Venue as long as the venue is listed in the [Artist Directory](#). (Venues may sign up for the Directory at any time for no cost. ArtWalk Venues should plan to be open monthly and listed on the Creative District website to take part in this program. If you would like to become a participating venue but are not currently, contact [arts@cityofpt.us](mailto:arts@cityofpt.us))
- Activations must be free, open to the public and take place during an ArtWalk event in an accessible location (Please see [Venue Accessibility Statement](#))
- Activation should highlight one of the Creative District's artistic disciplines: Visual Arts, Literary Arts, Performing Arts, Film & New Media Arts, Culinary Arts, or Maker Arts.
- The Activation must include a partnership with local artist who is listed in the [Artist Directory](#). (Any artist in the Port Townsend area/East Jefferson County may sign up for the directory at any time for no cost.)
- Funds must be spent on artists' fees and direct event costs like supplies and equipment rentals. They may not be used for alcohol or administrative expenses.

Venues and Artists may join the Artist Directory here: [ptcreativedistrict.org/artists](http://ptcreativedistrict.org/artists)

## What happens after I apply?

Requests will be reviewed by the leadership team of the City of Port Townsend's Community Service Department, which is the municipal home of the Creative District. Requests will be reviewed on a rolling basis as they are submitted so please get in your requests for 2025 as soon as possible.

If there are not enough funds for all projects in a given month, reviewers will use this scoring rubric to award partial funding:

	Excellent	Good	Fair	Total
Demonstrates partnership between venue and local artist/s	14-20	7-13	1-6	20
Enhances public experience during ArtWalk through creative activation	14-20	7-13	1-6	20
Budget shows funds going to local artist/s	14-20	7-13	1-6	20
Highlights one or more of the Creative District's disciplines	14-20	7-13	1-6	20
Is free and accessible to public	14-20	7-13	1-6	20
				100

## Woohoo! I was awarded funding. Now what?

*Please note that funds are reimbursable and cannot be paid upfront. All activations must expend the grant funding in the calendar year in which it was approved.*

After funds are awarded you will receive via email:

- a contract and W-9 from the City of Port Townsend to be signed and returned
- instructions for listing your event on the ArtWalk and Community Calendars on the Creative District website
- The Creative District and ArtWalk logo for use in event promotions
- A brief report template

After the activation is over, and within the calendar year of the funding awarded, please send:

- a minimum of 5 photos
- an invoice for your award amount
- Completed report template

The City will then send a check for the funded amount.

**Ready to get started? Find the Application [HERE](#)**